

## *What's Happening!*

### **Executive Director's Report January 15<sup>th</sup> 2008 Summary of Activities & Events By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*



### **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

#### **Staffing**

I have hired someone on a trial basis for the office. Mary –Ellen Petropoulos. She is a local from Rocky Hill. Her background has been with tutoring children with special education, and working at Trinity College in their American Studies Department. She has a A.S. in Executive Secretarial from Bryant College in RI. She also obtained her B.S in Marketing from Central Connecticut State University. She expressed that she wants to move into working in the non profit arena. I am excited to see what Mary Ellen will bring to the position. I will be working with her to catch up on the backlog of information here.

#### **Membership**

##### *Renewals*

I am trying to revamp the membership database. When taking in or renewing memberships we must;

1. A Form is created of the current contact information for the individual or town
2. Enter or update their information in ACT.
3. Enter the information into QuickBooks
  - a. print,
  - b. email
  - c. send out invoices
4. Upon the check coming in then a note must be made in ACT of payment

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5. Membership certificate and forms are then sent to the individual

1 Membership takes aprox 15 min.

Renewals are as follows: \*Totals are not individual but represent a combination of individuals, students, commercial (multiple under one renewal but multiple contacts)

January - 21

February – 37

March – 27

April – 2

May – 14

June – 8

July – 86

August – 123

September – 116

October – 75

November – 88

December – 87

In order to also expedite this process and increase the better budgeting projections. We are trying to memorize reports and invoices yearly for those memberships which are likely to remain constant. This will just require contact information to be updated and small changes can be made.

### *Increasing Membership*

In order to increase membership in the Associate area. We have emphasized the Associate Membership to the Entertainer group when marketing our Entertainment Showcase. We have seen a direct reaction from this. We budgeted to have \$315 (9 members) in Associate membership. So far we have collected \$560 (16 member – 7 more than projected) . I anticipate some more memberships by the end of registration of the event.

## **Cross-fertilization with other organizations + increased awareness for CRPA**

### *Governors Council on Physical Fitness*

I am working closely with the Governors Council on Physical Fitness. I have gotten CRPA to be officially recognized as a liaison to the Governor’s Council. We are currently working on an Awards Recognition Program for areas of: Individuals, Schools, Programs, Events, Community groups, Workplace Health. This committee has been largely represented from the Physical education end of the physical fitness aspects, but have benefited from seeing things from a municipal recreation end. Other on this committee are university faculty and high officials in the Department of Education, as well as the Executive Director of CAHPERD, etc...

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Council of State Executive Directors.

In order to bring about cost savings to the association and working closely with the CSED group I was able to get a good deal on LCD projectors. CRPA approved the purchase of LCD and computer upgrades for the CRPA office in 2007. I was able to get over \$200 off a LCD projector for CRPA and also pass the savings onto other states. This was viewed well by the other state directors. In the future we may look to do purchasing programs for other items as the occasion comes up.

**Allied Organizations:**

CT Forest and Park Association:

Meeting at the CT Forest and Park Association for Walk CT program

DEP:

I have a meeting with the DEP as I sit on their Advisory board for Rails to Trails grants. I sit and have a vote on the panel approving grants for the total of \$974,104 to distribute , with over 3 million dollars in requests. This will also give me an opportunity to start to create a relationship with Laurie Giannotti, Recreational Trails & Greenways Program Director. This appointment has a direct benefit to members who apply for these grants as I favor municipal improvements.

**Conference**

With continued conversations with Mohegan Sun, they expressed their need for our association's event to be more profitable for them for them to have us come to them in the future.

“We did some further analysis since our last conversation and you'll see some changes to the proposal for 2008, 2009, and 2010. Unfortunately the F&B and the total rental need to increase for the business to be profitable for us to take. The room rates are the same as I quoted to you prior to the holidays. While this is a slower period for us we still need to take our costs into consideration”

Gary Baker - NATIONAL SALES MANAGER, HOTEL SALES AND MARKETING

Proposal:

Facility rental will be \$18,000 in 2008, \$20,000 in 2009, and \$23,000 in 2010.

Room rates will be

**Date: November 23-25, 2008**

<b>Day</b>	Sun	Mon
<b>Date</b>	11/23/08	11/24/08
<b>General Room</b>	40	75
<b>Staff Rooms</b>	10	10
<b>Total</b>	50	85

The group rate we'd like to extend to you is \$171.00 plus tax single/double occupancy for your attendees

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**Date: November 22-24, 2009**

Day	Sun	Mon
Date	11/22/08	11/23/08
General Room	40	75
Staff Rooms	10	10
Total	50	85

The group rate we'd like to extend to you is \$183.00 plus tax single/double occupancy for your attendees

**Date: November 21-23, 2010**

Day	Sun	Mon
Date	11/21/08	11/22/08
General Room	40	75
Staff Rooms	10	10
Total	50	85

The group rate we'd like to extend to you is \$195.00 plus tax single/double occupancy for your attendees

Increasing Delegate Registrations:

To work toward the goals of increasing the full package delegates to a total of 250 (80 more than currently come at the 2 day rate package) we are offering a Supersaver package where the hotel cost is built into a 2 day package in hopes that it may encourage towns to purchase a hotel stay with their conference registration. Individuals may not come both days if they cannot stay over, so we are trying to help enable this.

Mohegan sun also let us know that for every 25 rooms over the agreed upon 135 that we book we will receive a \$500 discount on our contract.

Updated Calendar of Events

I am working with the magazine to help out the information of the calendar. Due to the fact that dates and times change based on speaker availability and facility. A disclaimer will go out with the magazine Calendar section, as the magazine is published many months in advance.

Some programs to look forward to:

- February 7th Entertainment Showcase East Hartford
- March 6th Safe Swimming Beaches/Better Beaches Course Killingly
- April 9-11 or 23-25 NPSI Course Simsbury
- May 1st Legislative Day at the Hill Hartford, CT

Upcoming Tasks

*Certification Renewals*  
*Entertainment Showcase*

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*What's Happening!*

**Executive Director's Report  
February 11<sup>th</sup> 2008  
Summary of Activities & Events  
By: Alison Harle, CTRS**



**Items for Action**

*These Items are ones that require a board vote, as it affects policy*



**General Information**

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**Staff Training**

Mary –Ellen Petropoulos the new Secretary has been at a few CRPA meetings, and events. She is getting use to the computers at CRPA. I am sending her to a Excel training in Wethersfield so she can get more familiar with the program. I hope with increased training she will better be able to handle some of the day to day functions.

**Membership**

*Increasing Membership*

In order to increase membership in the Associate area. We have emphasized the Associate Membership to the Entertainer group when marketing our Entertainment Showcase. We have seen a direct reaction from this. We budgeted to have \$315 (9 members) in Associate membership. We collected: 30 new Associate Members from this drive. An increased Revenue of \$735

**Cross-fertilization with other organizations + increased awareness for CRPA + Allied Organizations:**

*CT Forest and Park Association:*

“Connecticut Recreation and Parks Association: A Network of support for member through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

Meeting at the CT Forest and Park Association for Walk CT program was successful. I will be working closely with the development committee to ensure the addition and ease of transfer of information of Town trails will go smoothly.

DEP:

I had two meetings with the DEP as I sit on their Advisory board for Rails to Trails grants. Laurie Giannotti, Recreational Trails & Greenways Program Director and I have been getting along great, and she mentioned how she is very happy to have the association sitting on this board. Others on this board are representatives of CROG, ATV Association, Equestrian Association etc...

**Programs**

NPSI

We are trying to offer an NPSI this year, although MA and VT are offering NPSI's within three weeks or so of our course. We need 40 to make the course a go and meet budget. We are projected to make \$8,500 (net) on this course. MA's course if full (it is being held in Boston, and Boston's P & R staff makes up half the registrants). As time draws closer I will be asking NRPA to make a special consideration of this course, and maybe let it run at less than full due to the fact that it allowed these other states to offer courses so close to our own. MA is advertising the CT and VT Trainings currently.

Entertainment Showcase

This event went very well this year. Final numbers have not been totaled since there are a few bills outstanding. We did see a drop in Entertainers Fees by \$5093.00 and a decrease in attendees projected by \$574. Efforts this year were made to make this event more attractive to delegates by moving it off of School Vacation Week. Roger is looking at changing the date of the event to March of next year. Although the fees for the Entertainers did not go down, we did sell out. We should adjust the Entertainment Showcase projected numbers to reflect numbers close to this year.

National Recreation and Parks Association Program

NRPA is running the "Alternative Funding Development Program" in Windsor CT. This is a program that NERC (New England Regional Council) has been pushing for since the cancelation of NETI (New England Training Institute). I am happy that for our members it will be easy to get to. I am concerned about the way that the course was scheduled and located. CRPA was never informed that NRPA would like to host a training in our state. John or Myself were never invited to audit. CRPA's support was never asked in the planning or scheduling of this event. Although NRPA is its own entity and holds programs separate from CRPA, there is a clause in the State Affiliate Agreement which states: NRPA and State Affiliate will notify one another when

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sponsoring or hosting certification and training programs within their respective state. This did not occur. The reason why this was in place was to prevent scheduling conflicts with State Affiliate Programs and Events. Having a National Program in our region while good for proximity does have an affect of the limited training funds that our members spend in the area. We have two major programs around that time which could be impacted: Safe Beaches, NPSI and Spring Quarterly. John and I are drafting a letter to let the Education Chair know that we are disappointed in the way this was handled, and how we would like to see it done in the future.

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## *What's Happening!*

### **Executive Director's Report March 19<sup>th</sup> 2008 Summary of Activities & Events By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*



### **General Information**

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### **Membership**

- Please see attached “Join A Committee Form” - meeting a goal set by the board for attracting membership and participation in the association.

### **Financial Reports**

In keeping with meeting Executive Board Goals I have now made a monthly budget and these figures total the total budget. Totals are set in close approximation to the time that the funds should be coming in, based on when an event is to run or on approximate past numbers from previous years. Therefore I will be giving Jay three reports at the end of a quarter

1. The Current Month - each line item and what it is anticipated to make in its monthly budget.
2. The current fiscal year - each line item with what cumulatively has been spent to date in comparison to the totally overall budget.
3. Quarterly Report – given each quarter (March, June, September, December) – a total cumulative just for a three month period compared to a quarter budget.

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## **Programs**

### **NPSI**

We are trying to offer an NPSI this year, although MA and VT are offering NPSI's within three weeks or so of our course. We need 40 to make the course a go and meet budget. We are projected to make \$8,500 (net) on this course. MA's course if full (it is being held in Boston, and Boston's P & R staff makes up half the registrants). As time draws closer I will be asking NRPA to make a special consideration of this course, and maybe let it run at less than full due to the fact that it allowed these other states to offer courses so close to our own. MA is advertising the CT and VT Trainings currently. I have spoken with Mike Kane (Director of Education for NRPA) to see if this can be a go.

### **Quarterly Trainings**

Following the suggestion of the Executive Board break out group who focused on increasing education and training. We are offering two courses concurrently at the Spring Quarterly Education Training April 10<sup>th</sup> in Wethersfield. The date fell due to presenter availability and location due to the fact that one topic is dog parks and Wethersfield has one they would like to show off. This program is right after our legislative day and also during the NPSI course. Already we are getting comments that people would love to go to both. The reason why we do not offer the course at two different times is due to the recommendation to attract a variety of people, and the craving for half day only out of the office. Previously trainings were offered morning and afternoon allowing participation in one or both sessions.

An invitation to attend the seminar to nonparticipating towns was made to : Windsor Locks Parks and Recreation Director, as they were the only park and recreation department in a radius to the presentation that was not a member.

### **Better Beaches**

This program was well received and allowed for an aquatics training that was not for pools! We placed it in Danielson (Killingly Parks and Recreation) to allow for people to come from all over New England. We had participants from CT, MA, & NH. We were able to generate some profit.

### **Large Training Program Ideas**

There was an item put into the budget for a one day large training. I would like a committee to be formed to help with this event. I think that a program can be more successful when professionals are involved. Topics that I have fleshed out could be:

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- Citizen Board Member Training – (speaker – Ruby Speaks or other paid professional) for a one to two day week end or week night training for citizen board members on duties etc...
- Nature and Sustainability mimicking the conference that NRPA is offering in May in Oregon. There are grants from North East Utilities that I think we could go for this conference so we should wait till their funding period next year.

TR Trainings

Goal: In conjunction with the TR section, conduct 1 TR workshop

TR seminar Day

We are running a training April 23<sup>rd</sup> at Manchester Community College, on Adventure Activities for Older Adults and Improving your memory. We hope to have a good turn out and we are working with the Senior Center group and the TRD (Therapeutic recreation Director) Association

First Swing

Training for golf professionals and therapeutic recreation professionals. June 20<sup>th</sup> in Groton Parks and Recreation

AGAPA Course

This workshop is aimed at improving the level of understanding in meeting requirements under the Architectural Barriers Act (ABA) and the Americans with Disabilities Act (ADA). The workshop addresses topics such as where ramp access and transfer access is required; the required number of accessible play components; accessible play surfacing and other elements designed to provide a “minimum” level of accessibility for children with disabilities. This course will be held in Waterford, CT. It is similar to the NPSI course in profit sharing to CRPA, but there is no Certification it is a one day course.

Extra Camp Directors Training

We are looking at doing an additional Directors Training for Camp Directors in June on with either a half day week day or a full day weekend training (with the later half with Certification training s- First Aid, etc..).

An example of how this would look would be:

9-10:30	Sessions Group A	Group Training Group B (Adventure Course)
10:30-12:00	Group Training Group A (Adventure Course)	Sessions Group B

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Sessions Group A=  
Topic 1 9:00 – 9:45  
Topic 2 9:45-10:30

Sessions Group B =  
Topic 1 10:30- 11:15  
Topic 2 11:15- 12:00

We are looking at holding it at either Brownstown park (a Commercial member) or Simsbury Farms (member).

Anna Park and Marc Blanchard have helped with the formation thus far, but I will need a committee to work out details of who to bring in, costs, and finalization of schedule.

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*What's Happening!*

**Executive Director's Report**  
**April 7<sup>th</sup> 2008**  
**Summary of Activities & Events**  
By: Alison Harle, CTRS



**Items for Action**

*These Items are ones that require a board vote, as it affects policy*



**General Information**

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**Programs**

NPSI

We were able to get permission to run the course with 20 participants. Currently now with last minute sign ups we have 30. Although we can anticipate that some people do sign up late I could not guarantee NRPA those numbers in advance without having to pay for them. We will see some profit from the program, and hopefully all will go smoothly.

Quarterly Trainings

We have 24 people registered for the Design Program and 36 for the Dog Park Session. I am looking forward to what this will do for our Goal of increasing member benefits and networking.

TR Trainings

Goal: In conjunction with the TR section, conduct 1 TR workshop

TR seminar Day

We are running a training April 23<sup>rd</sup> at Manchester Community College, on Adventure So far we have 18 registered and this is a break even number for food costs. We hope to get more awareness through a mailing that is also highlighting the First Swing Program

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### First Swing

Training for golf professionals and therapeutic recreation professionals. June 20<sup>th</sup> in Groton Parks and Recreation

### AGAPA Course

This workshop is aimed at improving the level of understanding in meeting requirements under the Architectural Barriers Act (ABA) and the Americans with Disabilities Act (ADA). The workshop addresses topics such as where ramp access and transfer access is required; the required number of accessible play components; accessible play surfacing and other elements designed to provide a “minimum” level of accessibility for children with disabilities. This course will be held in Waterford, CT. It is similar to the NPSI course in profit sharing to CRPA, but there is no Certification it is a one day course.

### USTA

I will be having a meeting with the USTA to talk about further partnerships yet again (Goal: Develop agreement with an Allied organization). I am hoping that new talks will open the minds and hearts of the USTA to work in promotion of physical activity and parks and recreation on a statewide initiative. We will also have a USTA tennis training in Guilford and a Summer Camp Training in Bristol with the USTA. Look for these programs

### Consignment Tickets

We have gone and done some extra promotion of the Consignment Ticket Program this year in hopes of increasing revenue. We did a mailing to Park and Recreation Departments who have not yet signed up to use this program. We are emphasizing the Risk Fee aspect. We would like towns to try and sell to their residents, if no sales are made then there is no problem. We are also doing promotion of the consignment tickets at our trainings to raise awareness of the program. New this year for those who are returning to the program and those using it for the first time is a packet with easy return forms, charts and tracking sheets, as well as tips and guidelines for selling tickets.

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*What's Happening!*

**Executive Director's Report**  
**May 20<sup>th</sup> 2008**  
**Summary of Activities & Events**  
By: Alison Harle, CTRS



**Items for Action**

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**General Information**

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**Programs**

*Quarterly Trainings*

Working with CIRMA and talking with their Vice President I think has helped our relationship building with the company. We both feel that we benefit by working with one another. East Lyme (located in Niantic) was helpful in getting the meal set. Due to the large cost of Food the cost of the program went up \$5 and our typical \$15 profit/person decreased to \$7/pp.

*TR Trainings*

It went well and the location was good. If the TR committee can solicit more speakers and topics I would be more than happy to offer more courses for this group.

*First Swing*

Training for golf professionals and therapeutic recreation professionals. June 20<sup>th</sup> in Groton Parks and Recreation. Currently 6 golf pro's have signed up – no park and recreation professionals as of yet.

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## **USTA**

The USTA and CRPA came together and had a great brainstorming meeting discussing how we can work together more on projects, that we not just sales pitches for USTA, but more of a collaborative relationship. We worked on a training for May 13<sup>th</sup> directly geared at Park and Recreation professionals, as well as a Recreation Coaches Workshop for summer staff. The P&R geared session did not get a good response and so we canceled it, with the hope of rescheduling in September. Hopefully we will get a turnout of 20 to run the recreation coaches workshop in Bristol.

## **Summer Camp College**

The committee has been very active in soliciting speakers. We were looking at a keynote (Steve McGuire) for the program but he was unable to get back to us so far. Many towns have offered the coordinator from Windsor to help. I have asked that everything get to me by the 16<sup>th</sup> for publication. We solicited many towns via the web to choose the date, and a reminder has been going out.

## **Summer Salary Survey**

I sent out a summer salary survey, we had 52 people take the survey and 44 people complete it. Current results are posted on the member's only area. This was possible because Groton Parks and Recreation Allowed CRPA to use their Survey monkey account, to do a professional looking survey, that allows for manipulation of data into spreadsheets and reports.

## **Lifeguard College**

Diane Mailoux has been coordinating the event. Although the topics will be similar, she has yet to get me the information for the flyer. I have sent out save the dates and information has been up online. Many people wait for the course list to sign up. It has just gone out, and we will see how registration is.

## **Consignment Tickets**

We are getting orders, and so we hope to do well with this program. I did find that Quassy was having some park and recreation departments sell consignment tickets as well, which I felt undercut our program and relationship. Their representative said that they will only work with recreation and park departments if they call directly and they will not refer them to our program. I expressed my concern and I have tried to talk with those departments that I am aware of asking them to drop their order with Quassy directly and go through CRPA to support the organization.

## **Quarterly Committee**

Both John Bennett and Wendy LaMontagne have resigned from this position. We will be looking for more people to help. I think I may do an article on then and the committee to help get some volunteers (it is usually like pulling teeth).

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*What's Happening!*

**Executive Director's Report  
June/July 2008  
Summary of Activities & Events  
By: Alison Harle, CTRS**



**Items for Action**

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**General Information**

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**Programs**

*Quarterly Trainings*

Fall Quarterly will be October 7<sup>th</sup> at Lyman orchards in Middletown CT. We will be utilizing an idea Jay Cohen had at the last board meeting along with a topic suggestion given by a member in our topic suggestion box at our last quarterly.

*First Swing*

A great event. It was personally and professionally rewarding for me. There was great interaction with the community and I wish that we could have had more people come out for the show! I greatly appreciated being able to work hands on with individuals with disabilities in the afternoon, it was great to see people of all ages and skills enjoying a sport that I love too. It reminded me of my work with older adults, before CRPA.

**Summer Camp College**

8 Towns participated in this event. There were around 100 participants. Windsor Leisure services did a great job of hosting the event, the room transitions went smooth, the location was great, and spacious for so many participants.

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### Consignment Tickets

Lake Compounce has 25 towns participating in the good any day tickets  
And so far 8 groups will be attending over the summer  
23 towns are participating in the Six Flags Good Any Day tickets  
8 towns have signed up for a group trip there.

Lake Compounce has relaxed some of their requirements for the group ticket numbers. We have had issues of groups ordering more than they need and disliking that they were responsible for the tickets. As of July 1<sup>st</sup> they have now backed down from that requirements and are more flexible in numbers up or down on the day of the event.

We are unable to give projections of sales, as some towns are just now ordering in the new fiscal year, and we are not sure of actual ticket sales.

### Awards

Due to a series of award nomination solicitation campaign that I designed, we have seen an increase in nominations for our awards. For the first time in two years we have a TR award nomination, and in more years that I can remember we have teen nominations.

Hey at the board meeting look to your right and left and see if the person could be nominated for all their good work

### Grants

I have written submitted grant application with the Sajai foundation to WellPoint and Mattel in a request to start a nutrition and wellness program in a few towns in CT. We would also gain funding for speakers at either a select health conference or in conjunction and support of the Conference in 2009. We are requesting \$39,00 from WellPoint and \$10 from Mattel. The funding would go though both CRPA and the Sajai foundation (a program through NRPA).

I am also trying to rack my brain for the USTA Special Programs Grant, to see what I can come up with.

### Nominations and Elections

We will start with the new solicitations soon. The timeline is below as well as a list of board members who will need to seek reelection through a nomination if they wish. If you know of a good person to be nominated please let them know, and nominate them. Paul Norris is also sending out a letter to CRPA members with the title of "Assistant Director" in the association, to encourage their participation.

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We will have 6 positions open this year

President Elect

Secretary

Treasurer

And 3 Members at Large

We will also have NERC Rep

\*Past President is automatic, as well as transition of President Elect to position of President

The following board members will be going off the board as of Dec 31<sup>st</sup> 2008:

**President:**

John Silsby, CPRP,  
(term expires 2008)

**\*President Elect:**

Mary Hill, CPRP,  
(term expires 2008)

Moves to President till 2010

**Secretary:**

Anna Park  
(term expires 2008)

**Treasurer:**

Jason Cohen,  
(term expires 2008)

**\*Past President:**

Paul Norris, CPRP,  
(term expires 2008)

**Members-at-**

**Large:**

**Don MacInnis**  
(term expires 2008)

**Marc Blanchard**  
(term expires 2009)

**Cheryl Hancin**

(term expires 2008)

**Frank Cooper**

(term expires 2009)

**Bill Houle, CPRP,**  
(term expires 2009)

**Debbie Gatto**

(term expires 2008)

**Ruth Plummer,**  
**CPRP**

(term expires 2010)

**Elle Noel**

(term expires 2010)

**NERC Prof. Rep:**

Jerry Lokken  
(term expires 2010)

**Marc Blanchard**  
(term expires 2008)

Bill Houle  
(term expires 2009)

**NERC Citizen.**

**Rep:**

Carol Cipriano

**Timeline:**

August 25<sup>th</sup> mail out nomination materials(bulk)

Sept 20<sup>th</sup> Nominations Due

October 7<sup>th</sup> Confirmation of Nominees Interested

October 10<sup>th</sup> Ballots ready to be mailed

November 3<sup>rd</sup> Ballots due to the office

November 5<sup>th</sup> Slate of Officers need to be presented and accepted

Nov 25<sup>th</sup> Slate presented to Membership at General Meeting

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## Membership

I have identified:

- The towns that we have a member from that town but the members is not the Park and Recreation Department (3)
- The towns that the P & R Departments are not members (37)

Of those that are not members or that the P&R department is not a member

- 5 are Inactive – meaning that they have been members at some point (typically in 05 or 06)
- 17 We have a contact listing in our database –but no record of them ever being members of the association
- 17 With no contact or information if they even have a recreation department (some of them had a recreation commission contact –but we are counting those as void. What are the chances they are still on the commission etc...)

A letter has been drafted and will be sent with membership applications and training information.

“Connecticut Recreation and Parks Association: A Network of support for member through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

*What's Happening!*

**Executive Director's Report  
August 2008  
Summary of Activities & Events  
By: Alison Harle, CTRS**



**Items for Action**

*These Items are ones that require a board vote, as it affects policy*

**Directors and Officers Insurance** - Directors and officers insurance provides financial protection for the directors and officers of your company in the event they are sued in conjunction with the performance of their duties as they relate to the company. Think of directors and officers insurance as a management errors and omissions insurance policy.

Directors and Officers Liability insurance is commonly referred to as **D&O** in the insurance industry.

Since a director can be held personally responsible for acts of the company, most directors and officers will demand to be protected rather than put their personal assets at stake.

Secondly, you need Directors and Officers Insurance because: Investors and members of your board of directors will not be willing to risk their personal assets to serve as a corporate director or officer, no matter how heartfelt their belief in your company.

Lastly, employment practices suits constitute the single largest area of claim activity under D&O policies. Over 50% of D&O claims are employment practices related.

D&O insurance is usually purchased by the company itself, even when it is for the sole benefit of directors and officers. Reasons for doing so are many, but commonly would assist a company in attracting and retaining directors. Where a country's legislation prevents the company from purchasing the insurance, a premium split between the directors and the company is often done, so as to demonstrate that the directors have paid a portion of the [premium](#).

**Annual Rate is around \$1,500-\$2,000**

- **Would someone like to motion that we get this insurance?**

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## **General Information**

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### **Consignment Tickets**

Lake Compounce ticket sales were up this year it seems, where as Six Flags were lagging due to a promotion done to offset the increase in gas. The “Everyone Pays Kids Price” did still mean that our tickets were \$2 less, it may not have been a big enough savings to encourage people to drop by the Park and Recreation office to buy tickets. We did do some increased promotion and it may have made a small difference. We need to get the word across to the members the importance of doing this as it is CRPA’s 3<sup>rd</sup> largest Revenue Source.

### **Awards**

Due to a series of award nomination solicitation campaign that I designed, we have seen an increase in nominations for our awards. For the first time in two years we have a TR award nomination, and in more years that I can remember we have teen nominations.

Hey at the board meeting look to your right and left and see if the person could be nominated for all their good work

### **Membership**

We have seen a small increase in membership from the letters that have been sent out! Most commissions are choosing to have just one member join and not the whole commission when they are without a director or staff.

### **Budget**

I am working on the 2009 budget and will hopefully present it to the finance committee in early September and a preliminary one to the board in September as well.

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September 2008  
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By: Alison Harle, CTRS**



**Items for Action**

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**Consignment Tickets**

We sold over 8,900 tickets this year. 53 groups participated in selling the tickets. The largest ticket group was Lake Compounce with a total of 5,364, group and individual tickets. The reason why six flags tickets did not do well was the promotion of everyone pays kids price. Quassy did not do well at all and as result they are not coming to our trade show. The total revenue from tickets was over \$15,000 a little less than budgeted.

We are trying a consignment ticket program with East Hartford's Haunted Mansion. We will see how well this program goes.

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October 2008  
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By: Alison Harle, CTRS**



**Items for Action**

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**Cancellation Policy**

Due to a recent program where we had cancelations last minute we are creating a generic cancellation policy similar to that of other states. This cancellation policy will be in effect for all programs unless stated specifically for a program. As always if it is an emergency situation I can wave those fees.

4 weeks out 10% Cancellation fee  
Between 4 weeks and 2 weeks out 50%  
After two weeks out No Returns only name changes.

**Cancellation Policy:** The registration fee less a \$290 service charge for textbook materials and shipping expenses will be refunded if cancellation is received by mail or fax by 5pm on December 13, 2008. Substitutions for those unable to attend are allowed.

Thank you for registering for the NPSI course and/or exam. Please be sure to print out your receipt/invoice for your accounting records. TRPA staff will not be able to supplies additional receipts. Please make sure your payment is received on time. If you payment is late you will be charged the on-site fee.

Thank you for registering for the 2008 MPI. We look forward to seeing you in September at Montgomery Bell State Park. Please be sure to print off your receipt for your records and make

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your hotel reservations. Our hotel block will only be held until July 23, 2008. Please note your registration is not complete until we receive your payment.

No early Bird rate but paid By Rate: and Paid After Rate

1. Refunds are not given unless there is a local or state government declared state of emergency on the day of the event which prohibits travel on local, county, state, or US roads in the county in which the person requesting the refund resides.
2. All requested exceptions to the above policy will be reviewed and must be approved by members of the Association's Finance Committee if a refund is to be given.

*Cancellations and requests for refunds must be received in writing by 5pm Central Time August 27, 2008 (1 week in advance); refunds will be processed less a \$50 administrative fee. No refunds will be approved after August 27, 2008 or for no-shows. Substitutions are always welcome.*

Cancellations received in writing by \_\_\_\_\_, will receive a refund minus a 25% administrative fee. NO REFUNDS will be issued after \_\_\_\_\_.

This is our standard cancellation policy—we just plug in the appropriate dates.  
3 weeks for all of our events.

It must be on every registration form and should be I gotta check on our registration forms online since we are doing a great deal (actually everything) all on line...

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Adoption of policy's: The IRS has redesigned the Form 990 – Return for Organizations Exempt from Income tax. The form includes a focus on organization's policies. The aim is to answer to questions affirmatively by the time the form is used in 2009, for the 2008-tax year.

Because policy development is a board responsibility – not staff- boardrooms around the US will intensify their debate on issues such as conflicts of interest and CEO compensation.

**Refresher on policies:**

The purpose of a policy is to interpret the broader governing documents: the bylaws, the articles of incorporation and the purpose statement. The board adopts policy as motions recorded in the meeting minutes.

The policies are transcribed from the minutes so they can be archived and referenced in the organizations policy manual. They represent the wisdom of current board to be passed along to successive volunteer leaders.

The following policies are proposed in the meeting agenda.

- i. Conflict of Interest
- ii. Whistle Blower
- iii. Record Retention
- b. Policies still to come:
  - Audit and Audit Committee
  - Meeting Minutes
  - Public Records
  - Compensation

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Conference Attendees	2007	2006	2005	2004	2003
Total	274	235	389	303	290
Both Days	179	173	185	155	?
Monday	58	37	107	118	?
Tuesday	20	41	42	30	?
Students	17	24	55	?	?
Student Volunteers	17	20	?	?	?
Vendors (not in total)	91	73	68	87	?
Budget	\$15,900	\$25,640	\$35,300	?	?
Income	\$38,455.62	\$25,287.89	\$31,052.11	\$31,320.10	?
Location	Mohegan	CT Conv	CT Conv	Mohegan	Mohegan

Conference Attendees	2008
Total	202
Both Days	113
Monday	41
Tuesday	12
Students	5
Student Volunteers	31
Vendors (not in total)	89
Budget	\$14,100
Income	\$
Location	Mohegan

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